

AWARD CRITERIA and INFORMATION

Time-Off Awards Scale for a single contribution

Value to Organization

Number of Hours

Moderate:

1 to 10

(1) A contribution to a product, activity, program or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

High:

21 to 30

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional:

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.

Honorary Awards

Federal honorary awards

These are listed in hierarchical order from the highest to the lowest.

Decoration for Exceptional Civilian Service

a. This award, granted by the Secretary of the Army, consists of a medal, lapel button, and citation certificate, DA Form 7014 (Decoration for Exceptional Civilian Service). Nominations should be submitted within 6 months after completion of the period to be cited. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal.

b. With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.

c. Eligibility will be determined by measuring contributions against the following example levels of achievement:

- (1) Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.
- (2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of DA, Department of Defense (DOD), and the Federal Government.
- (3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.
- (4) Provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations.

d. When the Decoration for Exceptional Civilian Service is approved, it may be held for the Secretary of the Army Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted to the Executive Secretary, Army Incentive Awards Board (AIAB), in sufficient time to be boarded between January and August. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in November. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony.

Meritorious Civilian Service Award

a. This award, granted by the SA or a major commander, consists of a medal, lapel button, and citation certificate, DA Form 7015 (Meritorious Civilian Service Award), Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. A nomination should be submitted within 6 months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$750 will accompany the medal.

b. Eligibility will be determined by measuring contributions against the following example levels of achievement:

- (1) Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.
- (2) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and materials, or improved safety or health of the workforce.
- (3) Achieved outstanding results in improving the morale and performance of employees.
- (4) Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.
- (5) Rendered professional or public relations service of a unique or distinctive character.

Superior Civilian Service Award

a. This award consists of a medal, lapel button, and citation certificate, DA Form 5655 (Superior Civilian Service Award), It is granted by any commander (major general and above) or civilian equivalent.

b. Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. The nomination should be submitted within 6 months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$500 will accompany the medal. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

Commander's Award for Civilian Service

- a. This award consists of a medal, lapel button, and citation certificate, DA Form 4689 (Commander's Award for Civilian Service). Any commander (colonel and above) or civilian equivalent may approve this award. Nominations will reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award.
- b. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.
- c. Eligibility will be determined by measuring contributions against the following example levels of achievement:
 - (1) Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
 - (2) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense; or items that improved safety or health of the workforce.
 - (3) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
 - (4) Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.
 - (5) Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.

Achievement Medal for Civilian Service

- a. This award consists of a medal, lapel button, and citation certificate, DA Form 5654 (Achievement Medal for Civilian Service). It is awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award.
- b. Any commander (lieutenant colonel and above) or civilian equivalent may approve this award.
- c. A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

Certificate of Appreciation for Patriotic Civilian Service

- a. This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate, DA Form 7012 (Certificate of Appreciation for Patriotic civilian Service).
- b. This award is granted to individual employees or groups of employees for service that is not minted to the official position(s) of the individual or group. Services provided must reflect patriotic off- duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel. This award may also be used to recognize civilian employees for community service that reflects favorably on an Army activity Or installation.
- c. This award is granted to individuals and groups by the SA or by any commander (Lieutenant Colonel and above) for services provided to Army elements under his or her jurisdiction.

Civilian Award for Humanitarian Service

This award consists of a medal, lapel button, and certificate, DA Form 5652 (Civilian Award for Humanitarian Service). Any commander at the MACOM level or higher may approve this award. This award is for individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Documentation must provide evidence which substantiates on site participation in a humanitarian act or operation. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving MACOM or DA-wide recognition should be submitted to the MACOM commander or SA for approval.

Certificate of Achievement

- a. The DA Form 2442 (Certificate of Achievement) may be granted by local commanders or other locally authorized individuals as honorary recognition for individual or group contributions.
- b. Eligibility will be determined by measuring contributions against the following example levels of achievement:
 - (1) Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of man- power, time, space, or materials.
 - (2) Significantly improved employee morale and job performance.
 - (3) Demonstrated personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

Commendation Certificate

This DA Form 2443 is usually given on the occasion of a cash award such as a special act or service award (para 4-1), a performance award (para 5-1), or a quality step increase (para 6-1). The use of this certificate is optional.

Certificate of Appreciation

DA Form 7013 (Certificate of Appreciation) is used to recognize accomplishments of employees when a monetary or higher level honorary award is not appropriate. It may be granted by local commanders or other locally authorized individuals. The certificate may be overprinted for particular groups or events at the discretion of the commander.

Pittsburgh District Team Spirit Award Certificate

This local award is given to individuals in recognition of team contributions that:

- a. Have improved work methods or procedures resulting in cost-savings, or
- b. Involve projects that have significantly enhanced the district's execution or reputation internally or externally, or inculcated change
- c. Involve activities that have significantly improved employee morale.

The Deputy Commander and GS/GM-15 Division Chiefs are delegated approval authority for this award .

Pittsburgh District Commander's Coin

The Pittsburgh District Commander's Coin is an on-the-spot award presented by the District Commander to individuals that have demonstrated outstanding personal contributions to the Pittsburgh District's mission execution, efficiency, effectiveness, employee development, organizational morale or customer satisfaction. Additional criteria for the Commander's Coin:

- 1.) Internal Success - people or teams that contribute significantly to building our internal image;
- 2.) External Success - treating our customers as great customers and being recognized for that;
- 3.) Inculcate Change - teams or folks who demonstrate that they have inculcated change.

Public Service Awards

Awards for public service

Decoration for Distinguished Civilian Service

This award consists of a gold medal, lapel button, and citation certificate, DA Form 7016 (Decoration for Distinguished Civilian Service). The SA awards this decoration to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's missions to include'-

- a, Civilians not employed by the Army or Army contractors.
- b. Federal Government officials at the policy development level.
- c Technical personnel who serve the Army in an advisory capacity or as consultants.

Outstanding Civilian Service Award

a. This award consists of a bronze medal, lapel button, and citation certificate, DA Form 7017 (Outstanding Civilian Service Award). The SA or a major commander may award this medal for outstanding service that makes a substantial contribution or is of significance to the MACOM concerned to include'-

- (1) Civilians not employed by the Army or Army contractors.
- (2) Federal Government officials at the policy development level.
- (3) Technical personnel who serve the Army in an advisory capacity or as consultants,

b. MACOM commanders may re-delegate approval authority for this award to any commander in the rank of Major General or above.

Commander's Award for Public Service

- a. This award consists of a bronze medal, lapel button, and certificate, DA Form 5231 (Commander's Award for Public Service). It ranks directly below the Outstanding Civilian Service Award and may be approved by any of the following individuals:
 - (1) Any commander, (colonel and above).
 - (2) Commanders exercising courts-martial authority,
 - (3) Principal officials of HQDA staff agencies,
 - (4) Officials of general officer or SES rank.
- b. This medal may be awarded to-
 - (1) Civilians not employed by the Army or Army contractors.
 - (2) Federal Government officials at the policy development level.
 - (3) Technical personnel who serve the Army in an advisory capacity or as consultants.
- c. This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

Certificate of Appreciation for Patriotic Civilian Service

- a. This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate, DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service). The lapel button will accompany the certificate only when the award is presented as an individual award.
- b. This certificate may be awarded to civilians not employed by the Army or Army contractors, or officials of DA at the policy development or approval level, It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasi military units,
- c. Any commander (lieutenant colonel and above) may approve this award.

Certificate of Appreciation

DA Form 7013 is used to recognize accomplishments of private citizens when a higher level honorary award is not appropriate. It may be granted by local commanders or other locally authorized individuals as honorary recognition for civilians not employed by the Army or Army contractors. The certificate may be overprinted for particular groups or events at the discretion of the commander.

Cold War Recognition Certificate

The certificate will be provided to all members of the armed forces and qualified federal government employees who faithfully served the United States during the Cold War era, from Sept. 2, 1945, to Dec. 26, 1991. The Department of the Army is designated as the executive agent for implementation and award of the CWRC. The Personnel Service Support Division, The Adjutant General Directorate, U.S. Total Army Personnel Command, Alexandria, Va, is responsible for the program.

Terms

Cash award

Monetary remuneration based on tangible and intangible benefits to the government includes Special Act or Service Awards, Quality Step Increases, Performance Awards, and On-the-Spot Cash Awards.

Career service recognition

An award which acknowledges number of years of government service.

EEO and adverse action certification

A statement signed by the commander (or EEO officer for the commander) attesting to prior founded discrimination charges against the nominee and prior adverse personnel actions, if any.

Honorary award

Recognition of outstanding performance and achievement usually accompanied by a medal, certificate, plaque, or other item that can be worn or displayed.

Incentive award

A cash award, an honorary award, or both, but does not include a quality step increase or performance rating.

Invention award

Monetary or honorary recognition granted for an invention by Federal personnel that is of interest to the U.S. Government or the public, and for which patent coverage is sought or granted.

Public service award

An award granted to a private citizen in recognition of service benefiting the government.

Quality step increase

An increase in an employee's rate of basic pay from one rate of the grade of his or her position to the next higher rate of that grade in recognition of sustained high quality performance at a level that substantially exceeds an acceptable level of competence.

This information has been taken from AR 672-20. For further information please call Joyce Voynick, CPAC – 412-395-7448.